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*Rescinds Policy Number: FGAD**Issued: 09/01/1979*

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The Board expects the architect to be responsible for the following:

1. Providing guidance to instructional personnel in designing of educational specifications and in the actual building.
2. Make certain that all code requirements and other requirements are incorporated in the specifications and in the actual building.
3. Where renovations are involved, providing thorough on-site inspections of buildings in addition to present construction drawings prior to the drawing of plans for renovation.
4. Submitting his working drawings and specifications for review and approval to all state, city and county administrative bodies requiring them. That may include the appropriate city and county traffic routes and planning and zoning boards, Fire Department, and State Department of Education Office of School Planning and Construction.
5. Submitting his final drawings and specifications to the Board and others designated by the Board for final review at least three weeks prior to bidding. The architect will conduct and give a detailed review of plans for the Board. Changes growing out of such final review, when approved by the architect and the Board, will be made by the architect without additional compensation, provided they are within the scope of the approval preliminary drawings.
6. Advertising for bids on contract work necessary for the completion of the project.
7. Keeping the project on schedule and keeping the costs within the budget specifications.
8. Adhering to all plans, work schedules, and budgets and obtaining approval for any changes in same.
9. Determining and periodically reporting to the Board accurate dates of substantial and final completion of the project.
10. Submitting plans and drawings of new equipment and obtaining Board approval before such equipment is purchased.
11. Insuring that all permits and certificates are secured in a timely fashion.
12. Providing overall coordination and supervision of the project.
13. Periodically reporting to the Superintendent on the progress of the construction to date, including any delays, accurate record of same and reasons why.
14. Representing the owner(s) in all dealings with various contractors.
15. Assuming other reasonable duties as may, from time to time, be delegated to him by the Board.